

CSBG Recovery Act Local Plan

Please refer to your instructions prior to completing the Community Services Block Grant (CSBG) Recovery Act Local Plan.

Submit To:

Department of Community Services and Development
Attention: Community Services Division
P.O. Box 1947
Sacramento, CA 95812-1947

Section I - Agency Information

Agency Community Action Agency of San Mateo County, Inc.
Address 930 Brittan Avenue
City San Carlos, CA 94070

Agency Contact Person Regarding CSBG Recovery Act Local Plan

Contact Person William F. Parker
Title Executive Director
Phone 650-595-1342
Fax 650-595-5376
E-mail Address wparker@baprc.com

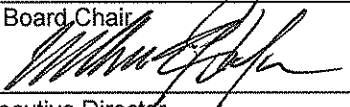
Section II - Certification

- 1 As a part of the efforts to ensure transparency and accountability, the Recovery Act requires Federal agencies and grantees to track and report separately on expenditures from funds made available through the stimulus bill. Please check to acknowledge that your agency is aware of this requirement and has the capacity to track CSBG Recovery Act program activities and expenditures separately from all other CSBG or other funding, including activities and expenditures carried out by delegate agencies and other service providers supported by subcontracts under Recovery Act funding.

X

The undersigned hereby certify that this agency complies with the requirements of this CSBG Recovery Act Local Plan and the information in this plan is correct and authorized.


Board Chair


Executive Director

5/7/09
Date

5/7/09
Date

CSBG Recovery Act Local Plan

Section III - DUNS Number

Provide your agency's Data Universal Numbering System (DUNS) number. If your agency has not registered, do so and provide the number below.

DUNS Number 93436137

Section IV - CCR Number

Provide your agency's Central Contractor Registration (CCR) number. If your agency has not registered, do so and provide the number below.

CCR Number 47JG8

Section V - Verification of Public Inspection

Provide verification of public inspection of your agency's CSBG Recovery Act Local Plan. Documentation of public inspection must also be provided, i.e. copy of web page, e-mail blasts, etc.)

A) Describe how your agency made this Local Plan available for public inspection.

Community Action Agency of San Mateo County, Inc.'s Local Plan is available for public inspection through our website: www.caasm.org.

Section VI - General Plans

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

A) Provide a description of Recovery Act projects for purposes of creating and sustaining economic growth and employment opportunities. Include a description of targeted individuals and families; services and activities; and how the services and activities are tailored to the specific needs of the community.

CAASM will be developing programs for farmworker safety net services, nutrition/special dietary needs, transition from foster care youth, solar generation for low-income which will require increase to agency capacity to address the concerns of the low-income community. Employment opportunities will be nine full-time equivalent to the Planning Department, Human Resources, Administration/Finance and Information Technology.

B) Provide a description of the service delivery system for Recovery Act projects for purposes of providing a wide range of innovative services and activities. Include a description of the geographical area served.

CAASM will utilize its delivery system which has been successfully deployed for 25 years. CAASM will also utilize outside entities through our collaborations and partnerships using their current delivery systems that also assess the household's entire needs.

CSBG Recovery Act Local Plan

C) Describe how your agency will use Recovery Act funds to meet the short-term and long-term economic and employment needs of individuals, families and communities.

CAASM will meet with the Workforce Investment Board, Temporary Assistance to Needy Families, and California State Employment and Development Department to meet the short-term and long-term economic and employment needs of individuals, families and communities.

D) Provide a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management and follow up consultations.

CAASM will continue to meet with other agencies to fill identified gaps in services through the provision of information, referrals, case management and follow-up consultations.

E) Provide a description of how Recovery funds will be coordinated with other public and private resources, to avoid duplication and/or supplanting.

CAASM coordinate with other agencies to prevent duplication and/or supplanting.

F) Provide a description of how the funds will be used to support innovative community and neighborhood based initiatives related to the purposes of the Recovery Act, which promotes food, housing, health services and employment-related services and activities.

CAASM is developing solar initiatives, nutrition/special dietary needs program, farmworker safety net services, and is in the process of developing transition from foster care youth which includes employment opportunities.

G) Provide a description of the community-needs assessment (which may be coordinated with community-needs assessments conducted for other programs).

CAASM has a proven multi-phased strategic planning process which has been in place for the past 25 years which also includes current needs assessment process, hosting community forums, attending community fairs and presentations. CAASM also participates in other public and community forums to gather information and data.

H) Provide a description of the service delivery system for benefit enrollment coordination activities for purposes of identifying and enrolling eligible individuals and families in Federal, State, and local benefit programs. Include a description of the geographical area served and a listing of sub-grantees provided the services and service areas.

CAASM has staff on site at PeninsulaWorks to partner with Human Services Agency, Employment Development Department and other service providers to ensure that eligible recipients of benefitted programs receive services in San Mateo County.

CSBG Recovery Act Local Plan

J) Describe your education and outreach projects to advertise and market the Recovery Act services and outcomes.
CAASM provides outreach for all of our programs through participation in county-wide information and referral meetings, providing agency presentations, daily networking with service provider agencies, partnering with the county health departments and human service departments and by distributing materials to over 10,000 households through our database.

Section VII - Energy Coordination

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

A) Describe how your agency has/will establish a mutual referral service agreement with your local energy provider to ensure that clients receive services that support their progress towards achieving self-sufficiency.

CAASM is the CSBG provider and LIHEAP/DOE provider for San Mateo County. CAASM also provides LIHEAP/DOE for Santa Clara County. CAASM will coordinate with Sacred Heart Community Services, the CSBG entity for Santa Clara County, to provide energy services and employment opportunities to Santa Clara County low-income residents.

B) Describe the activities your agency will conduct to actively coordinate with the local energy program in employment training and job placement of clients.

CAASM is the CSBG provider and LIHEAP/DOE provider for San Mateo County. CAASM also provides LIHEAP/DOE for Santa Clara County. CAASM will coordinate with Sacred Heart Community Services, the CSBG entity for Santa Clara County, to provide energy services to Santa Clara County low-income residents.

Section VIII - Workforce Development Projects and Activities

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be administered by your agency. For each project or activity, include the following: title, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

A.1) Project/Activity #1

Title	Cost	Est. # of Jobs	Description
Solar Initiatives	\$75,000	<input checked="" type="checkbox"/> Created #4 FTE <input type="checkbox"/> Retained #	Develop collaborations and funding sources to install solar PV systems for low-income households.

A.2) Project/Activity #2

Title	Cost	Est. # of Jobs	Description
Foster Care Youth Transition Program	\$50,000	<input checked="" type="checkbox"/> Created #1 <input type="checkbox"/> Retained #	Provide employment opportunities for foster youth, 18 and older, to assist in transition from foster care to independent living.

CSBG Recovery Act Local Plan

A.3) Project/Activity #3

Title	Farmworker Safety Net Services
Cost	\$65,000
Est. # of Jobs	<input checked="" type="checkbox"/> Created #2 <input type="checkbox"/> Retained #
Description	Provide safety-net services, provide special dietary food, transportation and clothing for farmworker population in San Mateo County.

A.4) Project/Activity #4

Title	Nutrition/Special Dietary Needs Program
Cost	\$40,000
Est. # of Jobs	<input checked="" type="checkbox"/> Created #1 FTE <input type="checkbox"/> Retained #
Description	Provides additional safety needs services, provide special dietary needs and food supplement for seniors and disabled unable to tolerate whole foods.

A.5) Project/Activity #5

Title	Energy Cost Savings Evaluation
Cost	\$30,000
Est. # of Jobs	<input checked="" type="checkbox"/> Created #2 <input type="checkbox"/> Retained #
Description	Measure the dollar savings and other benefits of energy conservation measures we install on low-income homes.

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be carried out by a delegate agency or other service provider pursuant to a subcontract with Recovery Act funds. For each project or activity include the following: title, subcontractor name, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

B.1) Subcontractor Project/Activity #1

Title	
Subcontractor	
Cost	
Est. # of Jobs	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #
Description	

B.2) Subcontractor Project/Activity #2

Title	
Subcontractor	
Cost	
Est. # of Jobs	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #
Description	

B.3) Subcontractor Project/Activity #3

Title	
Subcontractor	
Cost	
Est. # of Jobs	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #
Description	

CSBG Recovery Act Local Plan

B.4) Subcontractor Project/Activity #4

Title			
Subcontractor			
Cost			
Est. # of Jobs	<input type="checkbox"/> Created #	<input type="checkbox"/> Retained #	
Description			

B.5) Subcontractor Project/Activity #5

Title			
Subcontractor			
Cost			
Est. # of Jobs	<input type="checkbox"/> Created #	<input type="checkbox"/> Retained #	
Description			

B.6) If you specified any project/activity in B.1 – B.5, describe the process you will use to select the above subcontractor(s) to provide services funded in part or totally by the Recovery Act funds.

N/A

In the section below list all projects or activities that will be funded in part or totally by Recovery Act funds, the applicable National Program Indicator (NPI) and a description of the project or activity.

C) Under the regular CSBG program, eligible entities use funds to provide services and activities addressing unemployment, education, better use of available income, housing nutrition, emergency services and/ or health to combat the central causes of poverty. Such services continue to be supportable under the CSBG Recovery Act. *In recognition of the intent of the Recovery Act, agencies are encouraged to support employment related services and activities that create and sustain economic growth.*

NPI	Project or Activity	Description
1.1A	Solar Initiatives	Develop collaborations and funding sources to install solar PV systems for low-income households.
1.1	Foster Care Youth Transition Program	Provide employment opportunities for foster youth, 18 and older, to assist in transition from foster care to independent living.
1.1	Farmworker Safety Net Services	Provide safety-net services, provide special dietary food, transportation and clothing for farmworker population in San Mateo County.
1.1	Nutrition/Special Dietary Needs Program	Provide additional safety-net services, provide special dietary needs and food supplement for seniors and disabled unable to tolerate whole foods.
6.2	Farmworker Safety Net Services	Provide safety-net services, provide special dietary food, transportation and clothing for farmworker population in San Mateo County.

CSBG Recovery Act Local Plan

D) Provide a description of planned infrastructure investments, the purpose, total cost and the rationale for funding the infrastructure investment with funds made available under the Recovery Act. (Capital Improvements are not allowable costs per P.L. 105-285 Sec. 678F)

CAASM will hire a company to perform energy audits and LEED Green Building Audits on our offices and warehouses, assess the need for infrastructure investments at an estimated cost of \$10,000.

E) Will your agency use a portion or all the Recovery Act funds for administrative costs? Check the appropriate box.

☒ Yes, our agency will use a PORTION of the Recovery Act funds for administrative costs.

☐ Yes, our agency will use ALL of the Recovery Act funds for administrative costs.

☐ No, our agency will NOT use any of the Recovery Act funds for administrative costs.

E.1) If you checked one of the "YES" boxes in E, explain how the funds allocated to administrative costs will be tracked to a measurable outcome.

CAASM's accounting system provides the ability to charge time directly to specific projects. In the accounting system for the CSBG contract, each of the NPI indicators has been set up and when time or expenses are incurred in these areas, the specific NPI category are charged. This provides the agency the ability to track administrative costs to the measurable outcome.

Section IX - Required Disclosures

For each question in this section, disclose any unresolved findings and/or recommendations, or any legal proceedings.

A) List all non-CSD funded programs administered by the agency within the past three (3) years that have unresolved findings and/or recommendations or have been terminated as a result of deficiencies.

CAASM has no unresolved findings and/or recommendations for non-CSD funded programs.

B) List all legal proceedings the agency is currently involved in or has been in the past three (3) years. Include a brief description of the proceeding and the outcome. If the proceeding is currently, active provide the status.

None.

Section X - Barriers

For each question in this section, provide information on potential barriers to your agency's success.

A) Identify any barriers that your agency feels it may face in meeting the requirements of the Recovery Act (i.e., subcontracting, staffing, workforce development, compliance with reporting, performance).

None.